

DELAWARE TRANSIT CORPORATION

POSTING NO 057-2011

POSITION VACANCY POSTING

DATE OF POSTING April 13, 2011

CLOSING DATE April 20, 2011

METHOD OF APPLICATION: COVER LETTER AND RESUME

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN EMPLOYMENT APPLICATION OR BY SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **April 20, 2011**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 035

JOB CODE: 080

POSITION TITLE Courier/Cashier

PAY GRADE 8 PAY RATE _____ PAY RANGE \$12.814230- \$17.085641
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Fiscal

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Courier is responsible for the pick-up and delivery of Delaware Transit Corporation confidential information, including privileged attorney-client information, budgetary and payroll transmittals, bank deposits, etc., as well as pick-up and delivery of routine communications. Specific responsibilities include serving as the primary source for pick-up and delivery of confidential information as directed by the CFO; daily pick-up and delivery of packages and correspondence between North and South Districts; and weekly delivery of payroll. Duties require a valid Driver's License.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in handling and maintaining confidential packages and information.

Applicants must detail all experience in maintaining confidentiality

2. Experience in maintaining established schedules and timelines.

Applicants must detail all experience maintaining schedules.

3. Experience in handling and conducting bank deposits.

Applicants must detail all experience handling and conducting bank deposits.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Preferred Qualifications."

Req. # 701185